

# 41B DISTRICT COURT

## STATE OF MICHIGAN

CHIEF DISTRICT JUDGE  
Carrie Lynn Fuca

DISTRICT JUDGE  
Linda Davis  
Sebastian Lucido

MAGISTRATE  
Daniel J. Goulette



Clinton Township  
Harrison Township  
Mount Clemens

COURT ADMINISTRATOR/MAGISTRATE  
James A. McGrail

DEPUTY COURT ADMINISTRATOR  
Robin Morosini

22380 Starks Drive  
Clinton Township, MI 48036

Phone: (586) 469-9300

### JOB POSTING

**POSITION TITLE: PART TIME AND/OR FULL TIME PROBATION OFFICER**

**PAY: STARTING AT \$26.92 PER HOUR FOR PART TIME**

**STATUS: Union Employee. Just cause upon successful completion of Probationary Period.**

**CLOSING DATE: OPEN TIL FILLED. Fill out the attached Application for Employment and send it with any other documentation you would like considered to the attention of Court Administrator James A. McGrail.**

**j.mcgrail@41bcourt-mi.us**

**Fax (586) 469-1651**

### JOB SUMMARY:

Under the direction of the Chief Probation Officer, conducts investigations and prepares reports to assist the Judge in sentencing and makes recommendations regarding probationers failing to comply with their probation. Supervises and counsels probationers and ensures that all conditions of probation are met. After completing an alcohol assessment, makes referrals to various programs and resource agencies to assist probationers with drug, alcohol, or other problems.

### EXAMPLES OF DUTIES

- ↓ Reviews the background of persons awaiting sentencing on district court convictions, includes interviewing the defendant, reviewing the complaint report, criminal history, driving record, and other pertinent information. Makes calls to employers and others to verify or collect information.
- ↓ Prepares pre-sentence reports which include a summary of information from the police and defendant, social and criminal history, and alcohol assessment results. Makes a judgment based on the information gathered and prepares recommendations on the most proper court action including incarceration, tether

program, alternative sentences, or other measures. As required by the Crime Victim Rights Act, includes written statements from victim of any physical or emotional injury or economic restitution owed the victim.

- ✚ Reviews procedures with new probationers, includes explaining the order or probation and court policies and procedures, scheduling report days and appointments, and processing necessary record.
- ✚ Conducts mandatory alcohol/drug screenings and assessments, includes administering tests, interpreting results, conducting personal interviews, and making recommendations regarding appropriate treatment and follow-up.
- ✚ Provides supervision to persons placed on probation by the district court and assesses compliance with terms of probation, which may include counseling, payments, restitution, community service, and other requirements. Monitors payments towards fines and costs assessed by a judge.
- ✚ Refers clients to specific community programs designed to assist those with drug, Alcohol, or emotional problems and maintains regular contact with such agencies to discuss the progress of the probationer.
- ✚ Investigates individuals charged with felonies and recommends appropriate bond.
- ✚ Provides probationers with guidance and counseling to assist them in alleviating those problems which led to criminal acts/behavior.
- ✚ Initiates and follows through with probation violation and show cause proceedings; includes determining if order has been violated, securing documentation, obtaining subpoenas, and making dispositional recommendations to the Judge.
- ✚ Appears in court for sentencings, probation violation, and other hearings, and provides information, assistance and recommendations to the Judge.
- ✚ Administers Preliminary Breath Tests and urine screens when it is suspected the defendant has consumed alcohol and /or drugs, refers probationers to the lab for drug screening, interprets the results and takes further action as indicated.
- ✚ Reviews case files for compliance and prepares recommendations for termination of probation.
- ✚ Obtains information through the Law Enforcement Information Network (L.E.I.N.) to receive driving record information and criminal history information.
- ✚ Maintains case records, prepares reports, and submits correspondence and documentation. Monitors payments and notifies probationers of payment arrearages.
- ✚ Responds to inquiries from attorneys, probationers, law enforcement personnel, public and others. Provides accurate information pertaining to the probation function.

The list of duties above is intended to outline/describe the general nature and level of work being performed by the individual assigned to this classification. It is not an exhaustive list of all job duties performed.

## **EMPLOYMENT QUALIFICATIONS**



**Knowledge of:**

- ✚ Substance abuse assessment/referral techniques.
- ✚ General office automation and computer applications.
- ✚ Principles, practices and procedures related to the management of district court operations.
- ✚ General roles of the judicial, executive, and legislative branches of government.
- ✚ Michigan Drug Court Grant Program

**Skills in:**

- ✚ Planning, organizing, and prioritizing multiple administrative activities.
- ✚ Planning, directing, and reviewing the work of employees under your supervision.
- ✚ Referencing, interpreting, applying and explaining complex laws, policies, procedures, court rules, and regulations.
- ✚ Gathering, analyzing, and synthesizing data.
- ✚ Using sound, independent judgment within established guidelines.
- ✚ Preparing clear, concise, and effective written materials.
- ✚ Establishing and maintaining effective internal and external working relationships.
- ✚ Grant writing

**PHYSICAL DEMANDS**

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials, and hearing and speech sufficient to communicate in person or over the telephone.

**LICENSE & CERTIFICATIONS**

Certified by the State of Michigan to conduct alcohol assessments within 1 year of hire.

**EDUCATION**

A bachelor's degree or equivalent with major course work in criminal justice, psychology, social work, counseling or a field related to the work. Possession of an advanced degree in a related field is desired.

**EXPERIENCE**

Drug court case management experience and experience with computers including proficiency in JIS and word processing are preferred.

FLSA Status: Non-Exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

Ability to access courtroom.

Ability to enter and retrieve information from a computer terminal.

Ability to access probation files.

Ability to access jail.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

May be required to travel to the Macomb County Jail.

Ability to access client and other departmental files.

Collects urine samples and regular contacts with individuals with a variety of diseases that may be blood borne or airborne.

Evening and Weekend hours may be required.



41B District Court  
22380 Starks Drive  
Clinton Twp, MI 48036

Application for Employment

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The 41B District Court is an Equal Opportunity Employer which makes employment decisions without regard to race, color, sex, religion, national origin age, handicap or disability.

The 41B District Court also reasonably accommodates individuals with handicaps, disabilities and bona fide religious beliefs.

(PLEASE PRINT) All sections must be completed, or application will not be processed.

Date:

Position applying for:

Would you consider part time employment?

Last Name:

First Name:

Social Sec. No.:

Phone:

Alternate phone:

Name phone listed under:

Present Address Street

City, State, Zip

How long at present address?

Previous Address Street

City, state, Zip

How long at previous address?

Do you have a Michigan Driver's License with a good driving record?

Driver's License Number

Exp Date:

Do you have a car available for use in business?

Do you have any relatives working for Mt Clemens, Harrison Township or Clinton Township?

Who referred you to us?

What special skills and qualifications do you have?

Have you ever been dismissed or asked to resign from any employment?

If yes, give related circumstances, date and employer's name

Have you ever been refused employment?

If yes, state by whom and for what reasons

Have you ever filed an application with the City of Mt Clemens, Harrison Township or Clinton Township before?

If so, when?

For what position?

Are you authorized to work in the U.S.A.?

All offers of employment are contingent upon verification of employment eligibility under the provisions of the Immigration Reform and Control Act of 1986.

## **Record of Previous Employment**

Present Employer:

Kind of business

Address:

Phone:

Starting Date:

Starting Title:

Starting earnings:

Starting duties:

Present Date

Present Title:

Present earnings:

Present duties:

Last immediate supervisor's name and title:

What did you like BEST about this job?

What did you like LEAST about this job?

Reason for leaving:

May we contact your present employer now without jeopardizing your position?

Previous Employer: Kind of business  
Address:

Phone:  
Starting Date: Starting Title:  
Starting earnings: Starting duties:  
Present Date Present Title:  
Present earnings:  
Present duties:

Last immediate supervisor's name and title:  
What did you like BEST about this job?  
What did you like LEAST about this job?  
Reason for leaving:

May we contact your present employer now without jeopardizing your position?

Previous Employer: Kind of business  
Address:

Phone:  
Starting Date: Starting Title:  
Starting earnings: Starting duties:  
Present Date Present Title:  
Present earnings:  
Present duties:

Last immediate supervisor's name and title:  
What did you like BEST about this job?  
What did you like LEAST about this job?  
Reason for leaving:

May we contact your present employer now without jeopardizing your position?

IF MORE THAN THREE PREVIOUS EMPLOYERS, LIST OTHERS HERE



## **Military**

(COMPLETE ONLY IF YOU SERVED IN THE MILITARY)

Branch of Service:

Date of Service:

Rank at Discharge:

Type of Discharge:

Active duty from                      to                      Branch:

Nature of duties relevant to the job applied for:

## **Educational History**

### **College**

Name and Location of School:

Course of Study:

Number of years completed:

Did you graduate?

Degree, diploma, or certificate:

### **High School**

Name and Location of School:

Number of years completed:

Did you graduate?

Degree, diploma, or certificate:

### **Other**

Name and location of school:

Number of years completed:

Did you graduate?

Degree, diploma, or certificate:

Have you ever been convicted of a felony?

If yes, please give date, name of court, nature of offense and disposition of case:

(A conviction record will not necessarily be a bar to employment)



## References

(NOT EMPLOYERS OR RELATIVES - AT LEAST THREE)

Name:	Occupation:
Address:	Phone:

Name:	Occupation:
Address:	Phone:

Name:	Occupation:
Address:	Phone:

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name:	Relationship:
Address:	Phone:

## APPLICANT'S ACKNOWLEDGMENT AND RELEASE

I understand that the 41B District Court requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I further understand that pursuant to MCL 423.452, an employer may disclose to an employee or that individual's prospective employer information relating to the individual's job performance that is documented in the individual's personnel file pursuant to MCL 423.452, an employer who discloses the above described information in good faith is immune from civil liability for the disclosure. Therefore, I authorize the 41B District Court to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations.

I agree that the 41B District Court may use the information it obtains concerning me in the conduct of its business. I understand such use may include disclosure outside the 41B District Court in those cases where its agents and contractors need such information to perform their functions, where its agents and contractors need such information to perform their functions, where the 41B District Court's legal interest and/or obligations are involved, or where there is a medical emergency involving me.

I understand that placement is contingent upon a post-offer medical evaluation that I am able to perform the job; and as a part of any medical evaluation, I will be required to pass a drug/alcohol screen.

I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above mentioned investigations will be sufficient grounds for immediate discharge, if I am employed.

Signature\_\_\_\_\_Date\_\_\_\_\_

Any applicant or employee needing accommodation to perform his or her job must notify the 41B District Court in writing within 182 days after the need is known.

I hereby authorize the 41B District Court to conduct an investigation regarding my response to the questions in this Application and my request for employment, including, but not limited to, the use of an investigative consumer reporting agency to report on my credit and personal history.

Signature\_\_\_\_\_Date\_\_\_\_\_

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our City/Township, use the space below to summarize any additional information necessary to describe your full qualifications.



## OPTIONAL

Information on this section will not be made available to those making employment decisions. This information is requested for statistical reporting purposes only. The date will be used to meet the federal government's reporting requirements under Executive Order 11246, which applies to federal contractors, Title VII of the Civil Rights Act of 1964 (as amended) and other regulations.

### RACE/ETHNIC/GENDER IDENTIFICATION

Male

Female

Black (not of Hispanic Origin)

Asian or Pacific Islander

American Indian or Alaskan Native

Hispanic

White (not of Hispanic Origin)

Position(s) Applied For:

Birth Date:

Age:

Indicate how you learned of this position(s)

Refusal to fill this out will not effect your application being considered.